SFTP CLIENT INSTRUCTIONS

This documentation is used for authorized users to connect to Louisiana Department of Health and Hospital's SFTP server.

This documentation shows how to install and configure the SFTP client: WINSCP 4.3.5 It can be downloaded from various sites; the following client software is only a recommendation from DHH IT department. You may use any FTP client that supports SSH2 at your option.

STEP 1: DOWNLOADING and INSTALLING SFTP SOFTWARE
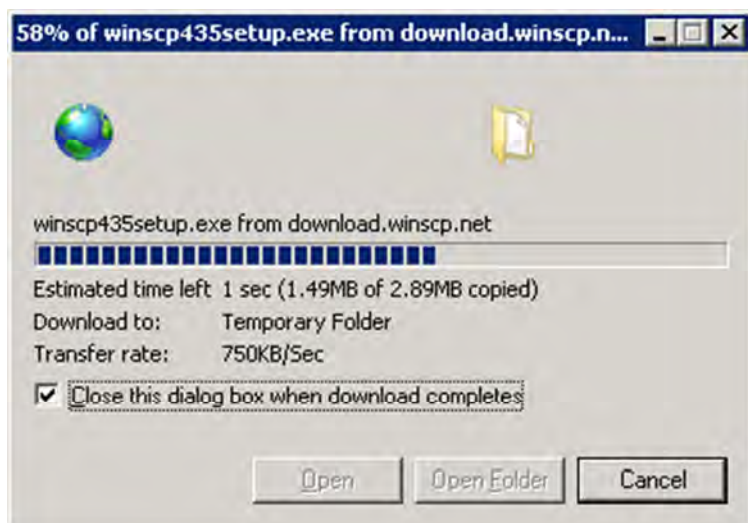
The main download page is:
http://winscp.net/eng/download.php

The direct URL for version 4.3.5 is:
http://winscp.net/download/winscp435setup.exe - If this link is no longer valid, please visit the URL above and select the current release of WinSCP.

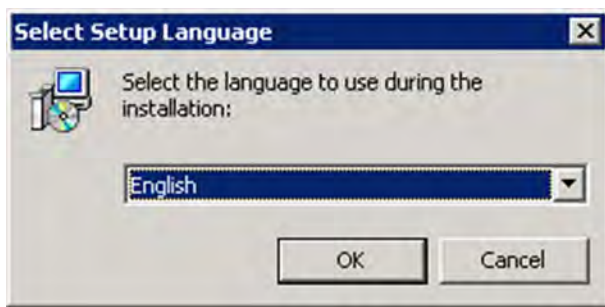When this screen pops up, click 'Run' to begin the installation.

The below screen will appear:

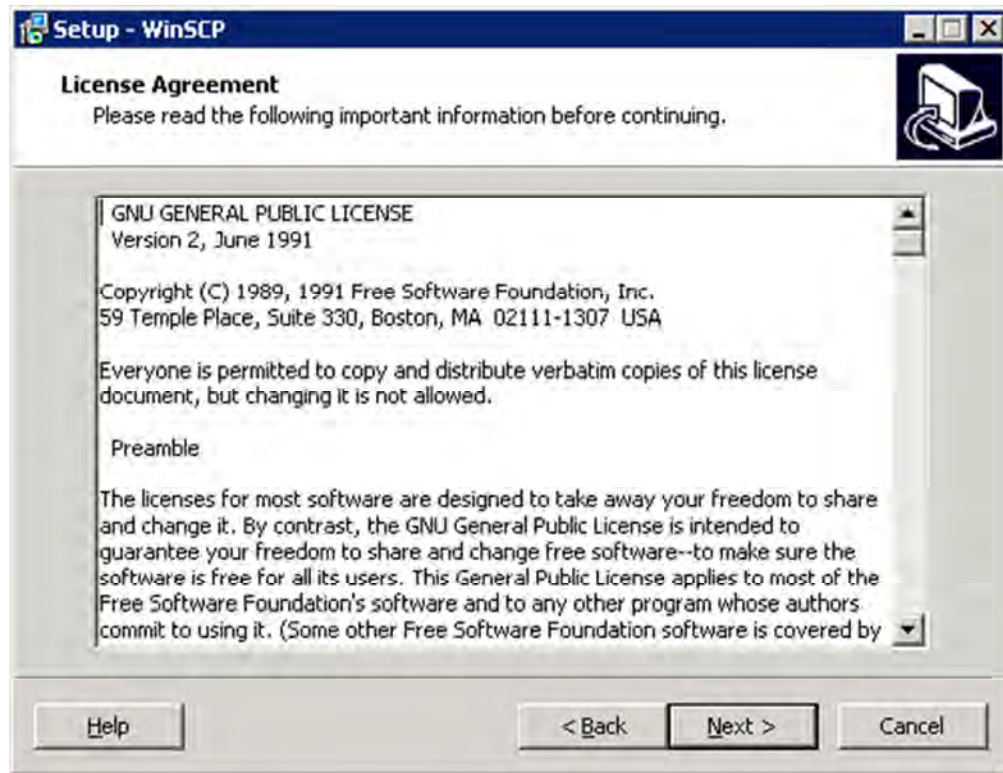When the below dialog box appears, click 'run' :

Internet Explorer - Security Warning

The publisher could not be verified. Are you sure you want to run this software?

Name: winscp435setup.exe
Publisher: **Unknown Publisher**

[Run] [Don't Run]

This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. How can I decide what software to run?

Select your setup language and click 'OK' :

Select Setup Language

Select the language to use during the installation:

English

[OK] [Cancel]

Click 'Next' :

Setup - WinSCP

Welcome to the WinSCP Setup Wizard

This will install WinSCP 4.3.5 on your computer.

It is recommended that you close all other applications before continuing.

Click Next to continue, or Cancel to exit Setup.

[Help] [Next >] [Cancel]
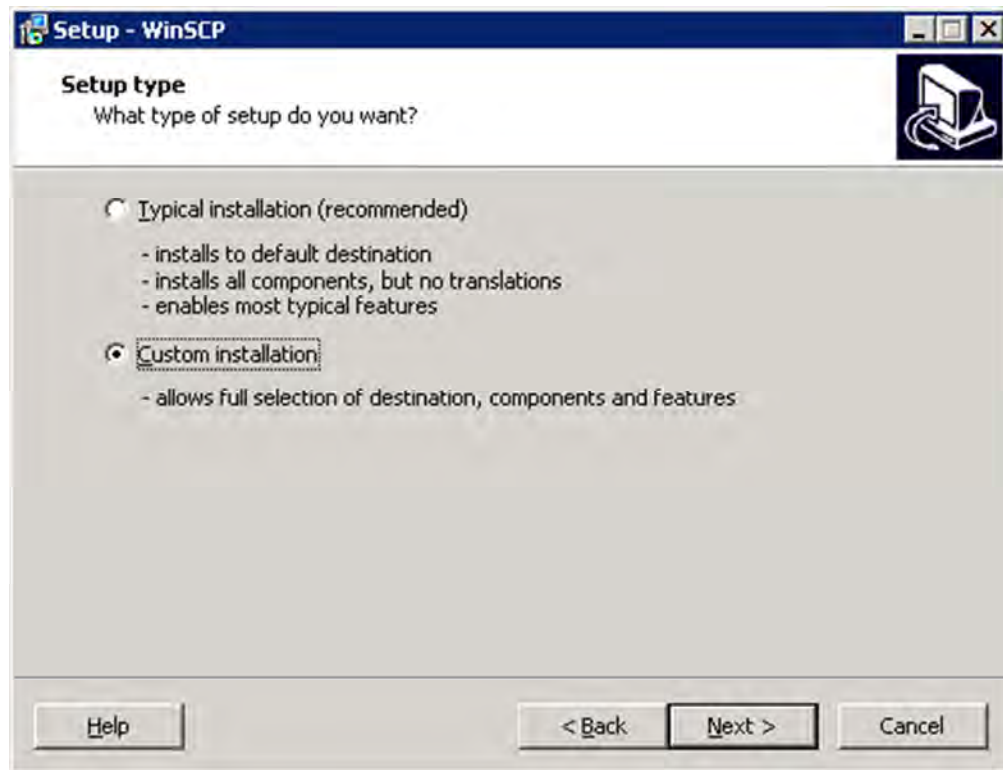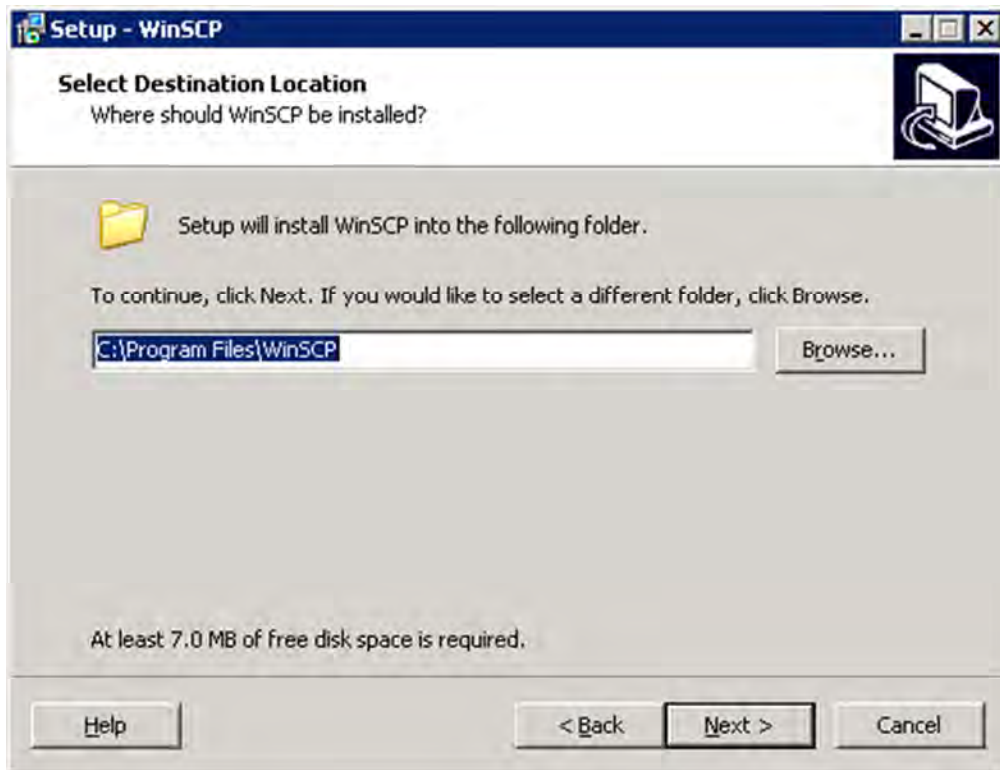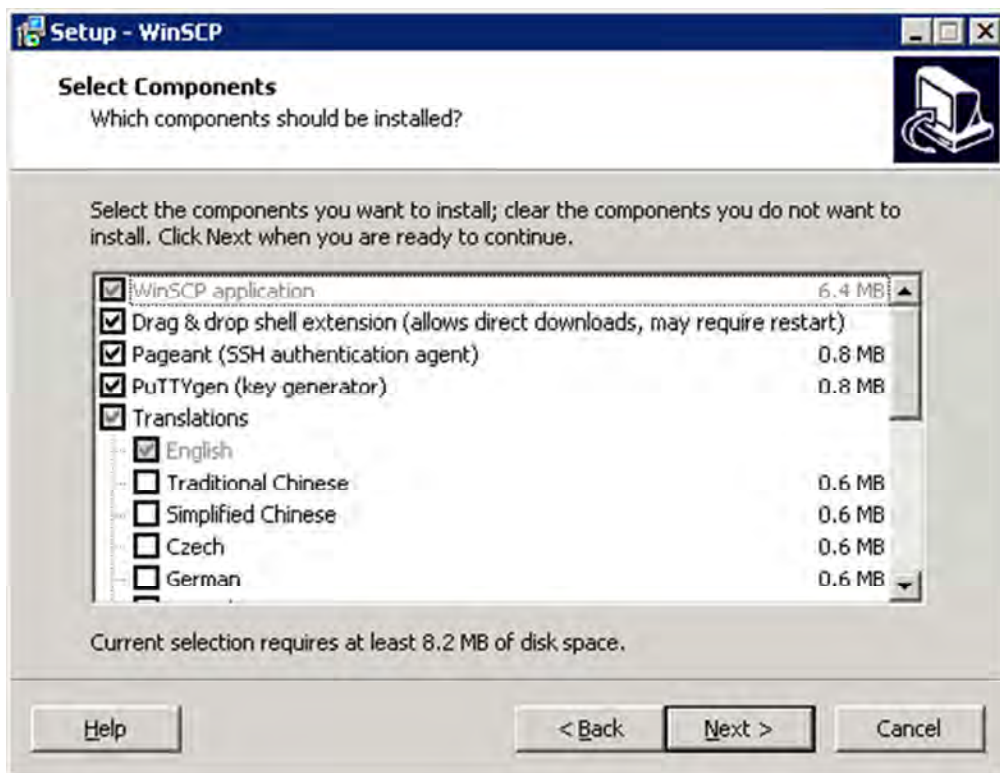
Click 'Next' :

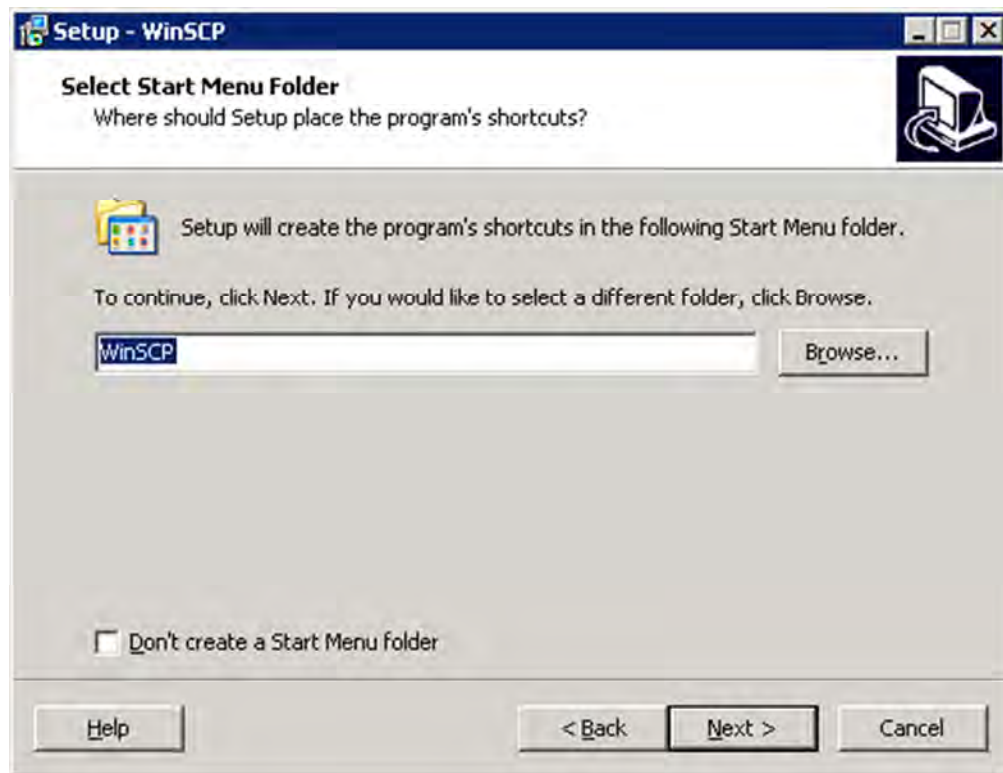Choose custom installation then click 'Next :

The default installation directory is C:\Program Files\WinSCP in a 32 bit OS, or C:\Program Files(x86)\WinSCP in a 64 bit OS :
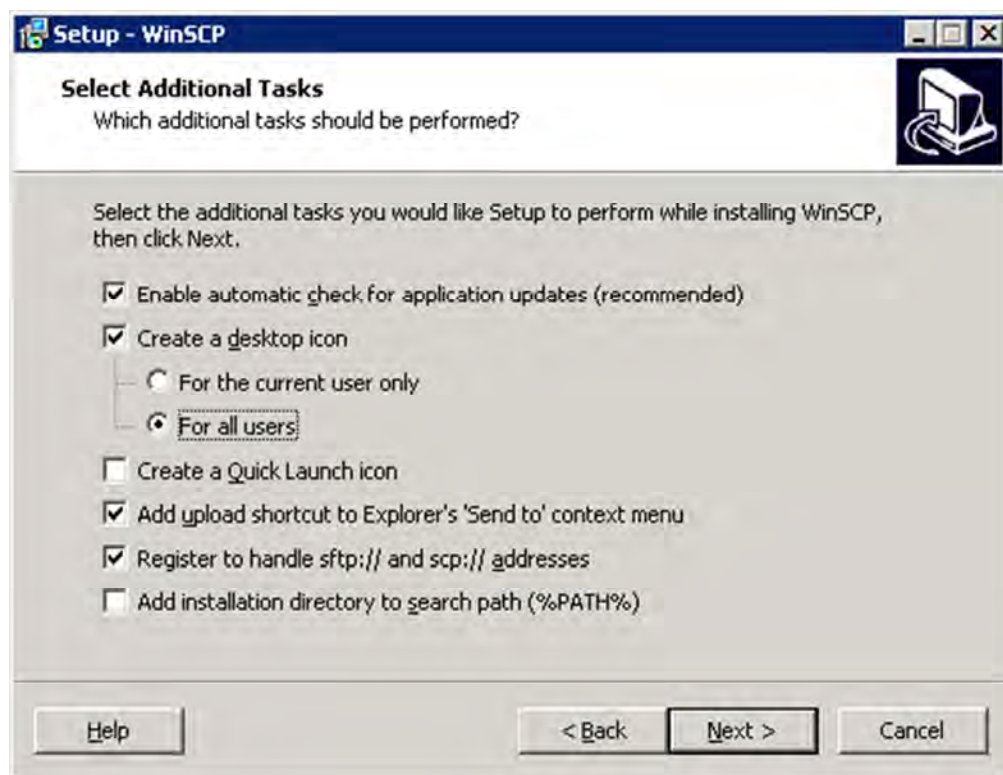

Click 'Next' :

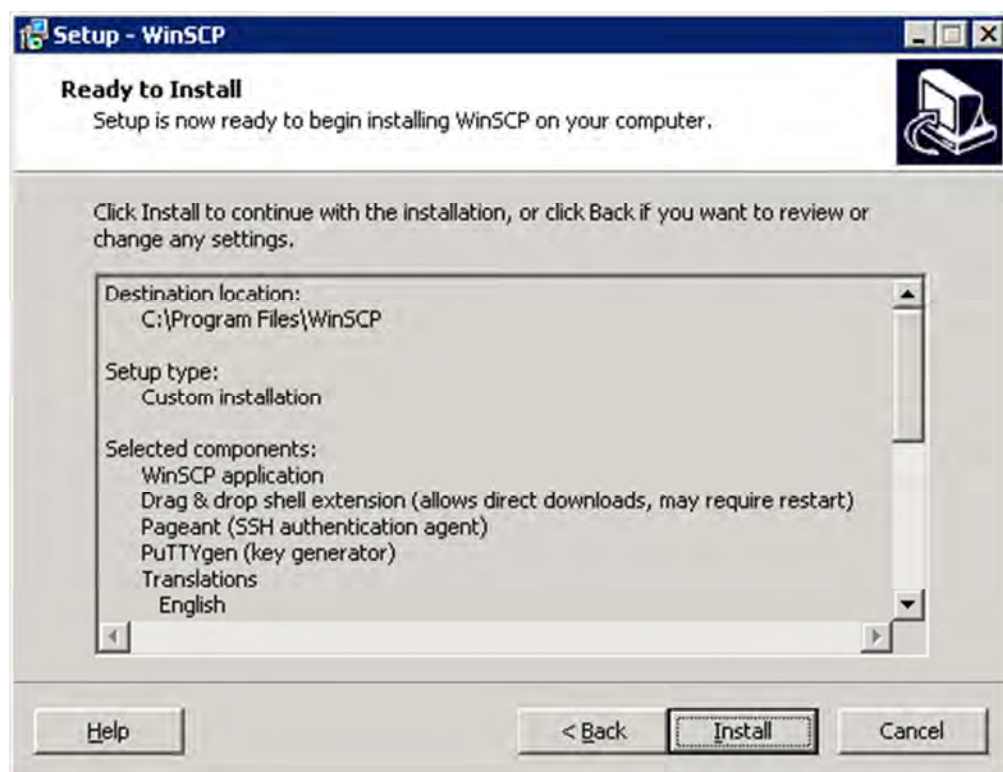Click 'Next' after selecting your start menu shortcut location :

Click 'Next' :
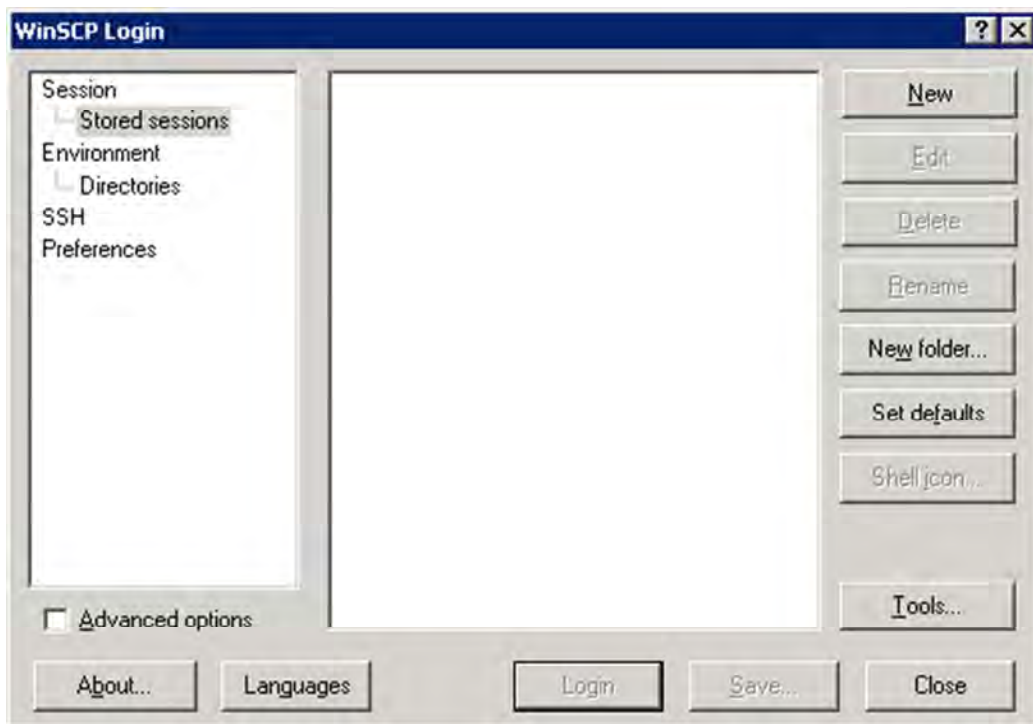
Click 'Next' :

Click 'Install' :

Click 'Finish' to launch WinSCP :

STEP 2: CONFIGURATION

This is the initial screen. Click on 'New' to create a new session :
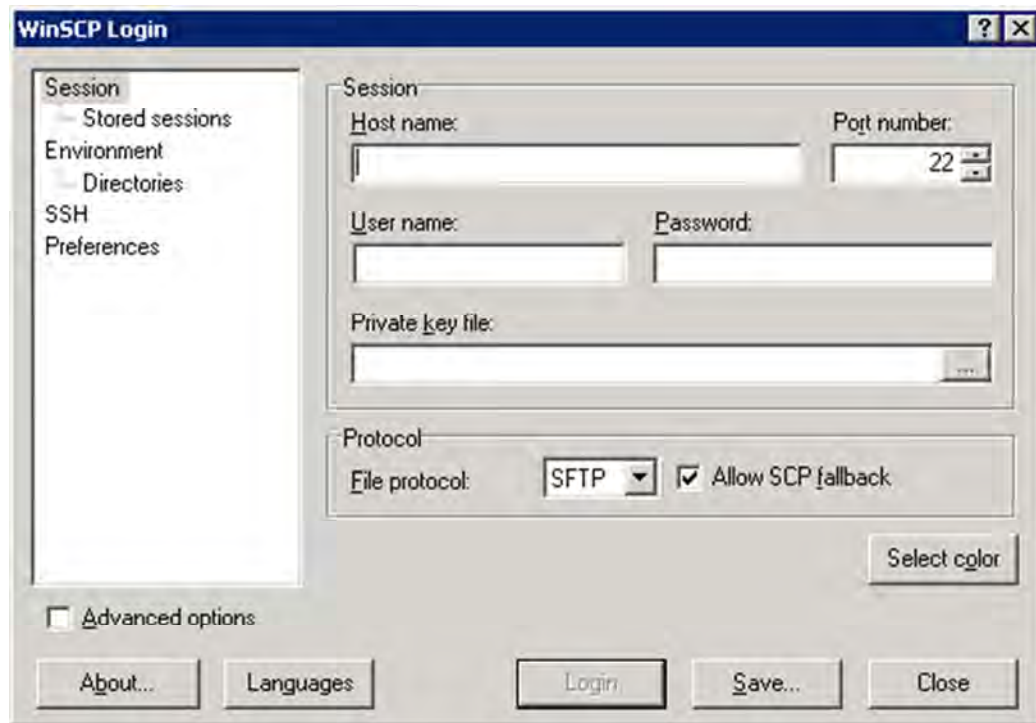
On the screen below enter:

Host name: 204.58.123.221
User name: <your username assigned by DHH>
Password: <your password assigned by DHH>
Private Key File: Leave blank
Protocol: LEAVE DEFAULT (SFTP (allow SCP fallback))

Click 'Save'

When the below screen pops up put a check mark next to 'Save Password' then click 'OK' :

STEP 3: UPLOADING DATA

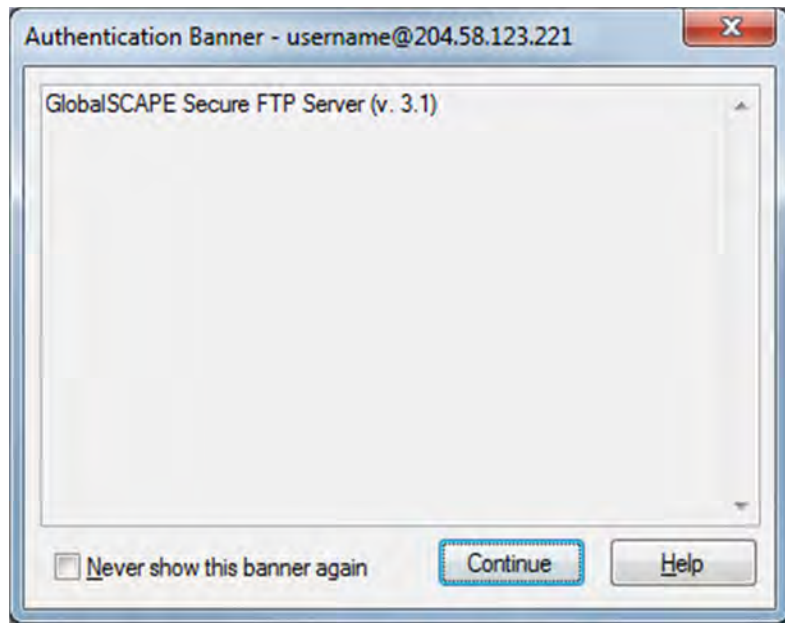When the below dialog appears, keep the default settings and CLICK "LOGIN"
(Please verify that <username@204.58.123.221> is highlighted)
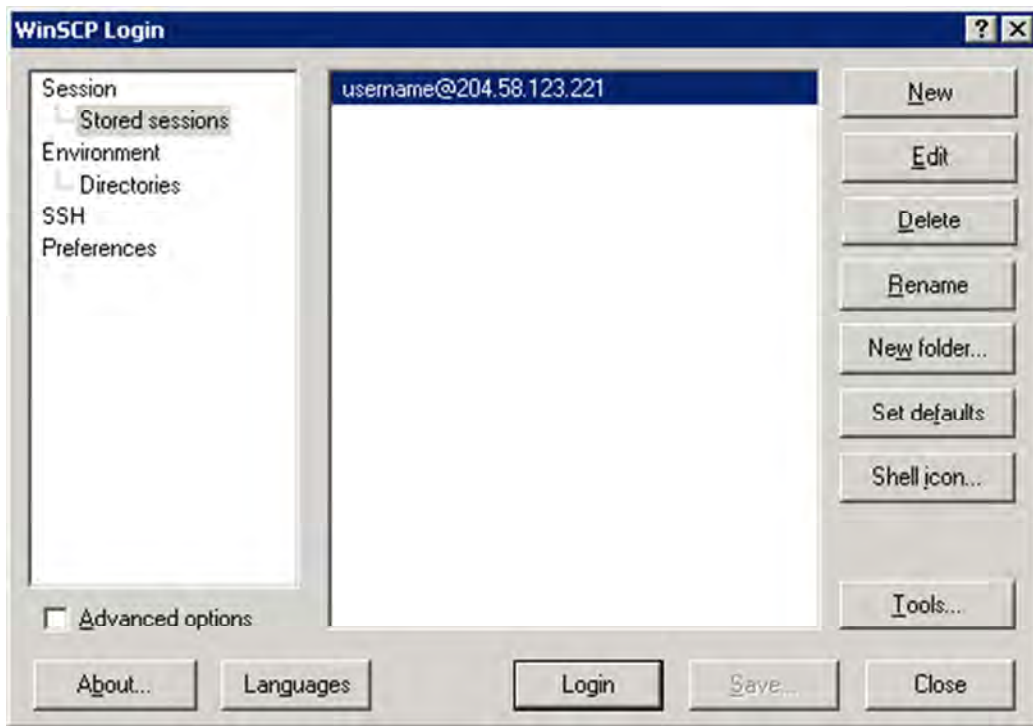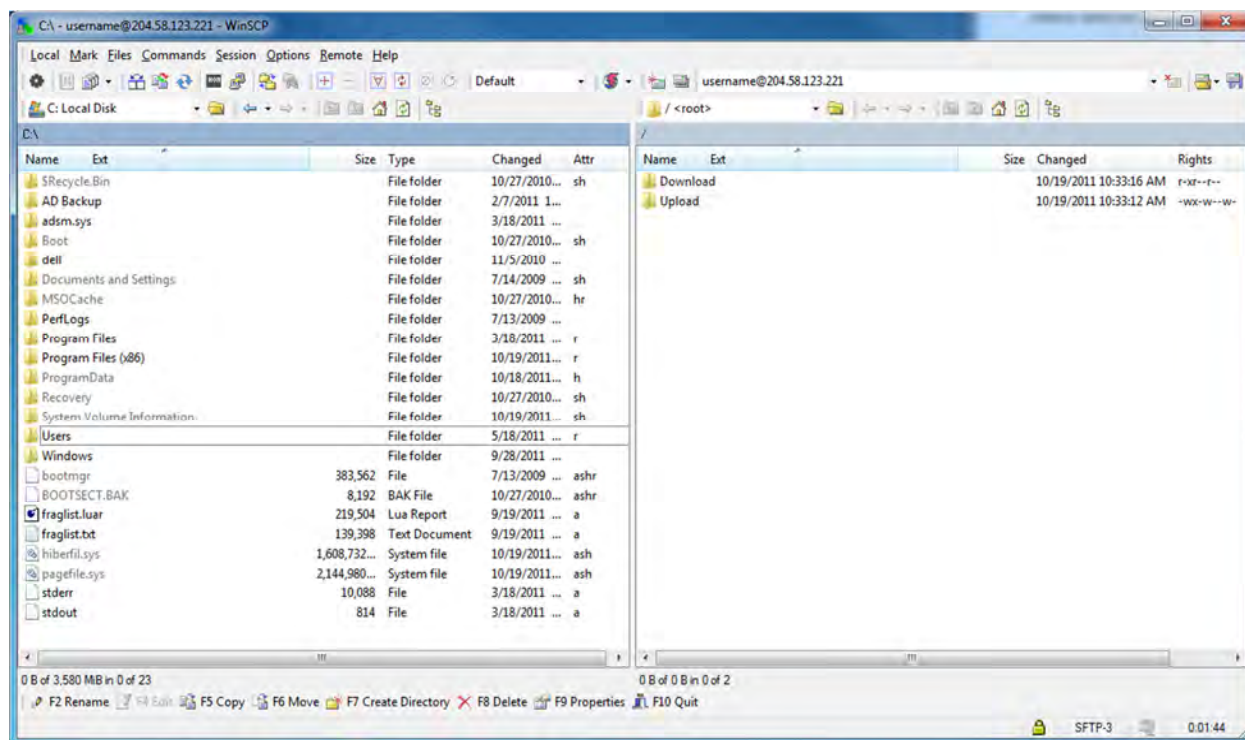

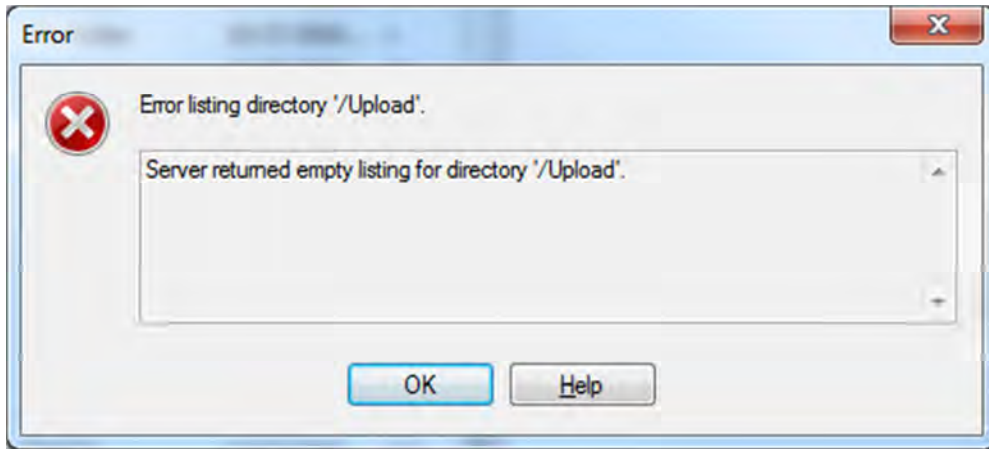Click 'Yes' :
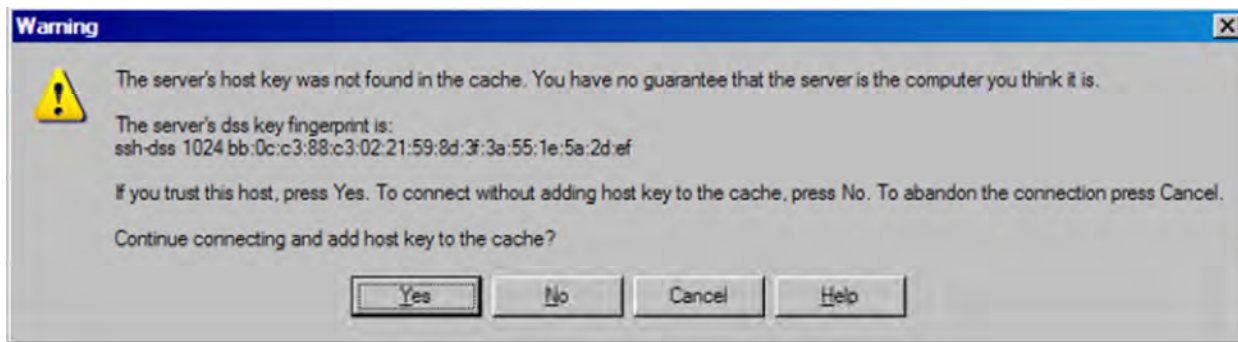
Click 'Continue' :

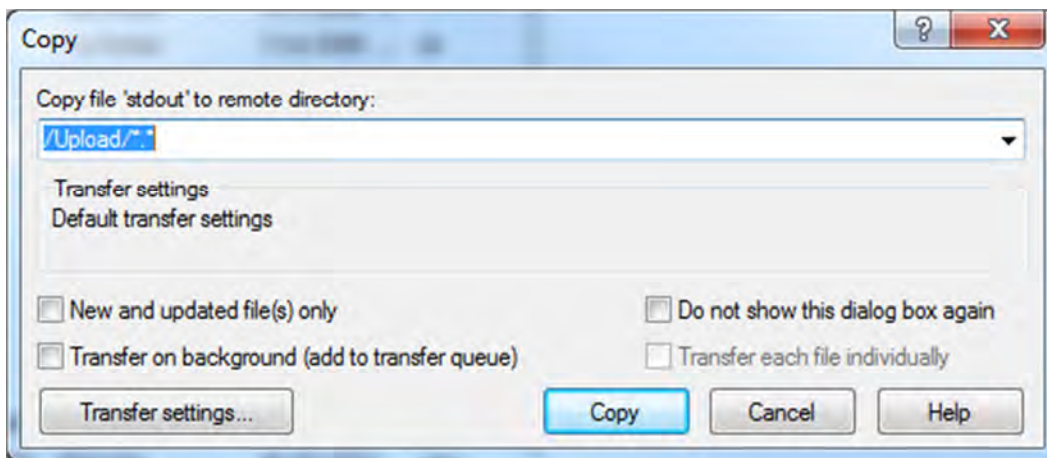Below is your interface after connecting to the server :

Double click on the 'Upload' or 'Incoming' folder on the right side of the WinSCP interface.

The first time you connect to the server you will receive this message after opening the folder. Click 'OK' :

Error

Error listing directory '/Upload'.

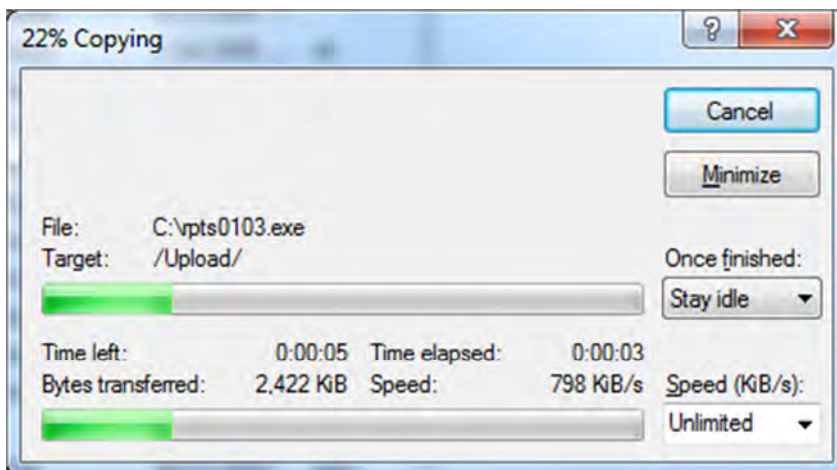Server returned empty listing for directory '/Upload'.

OK   Help

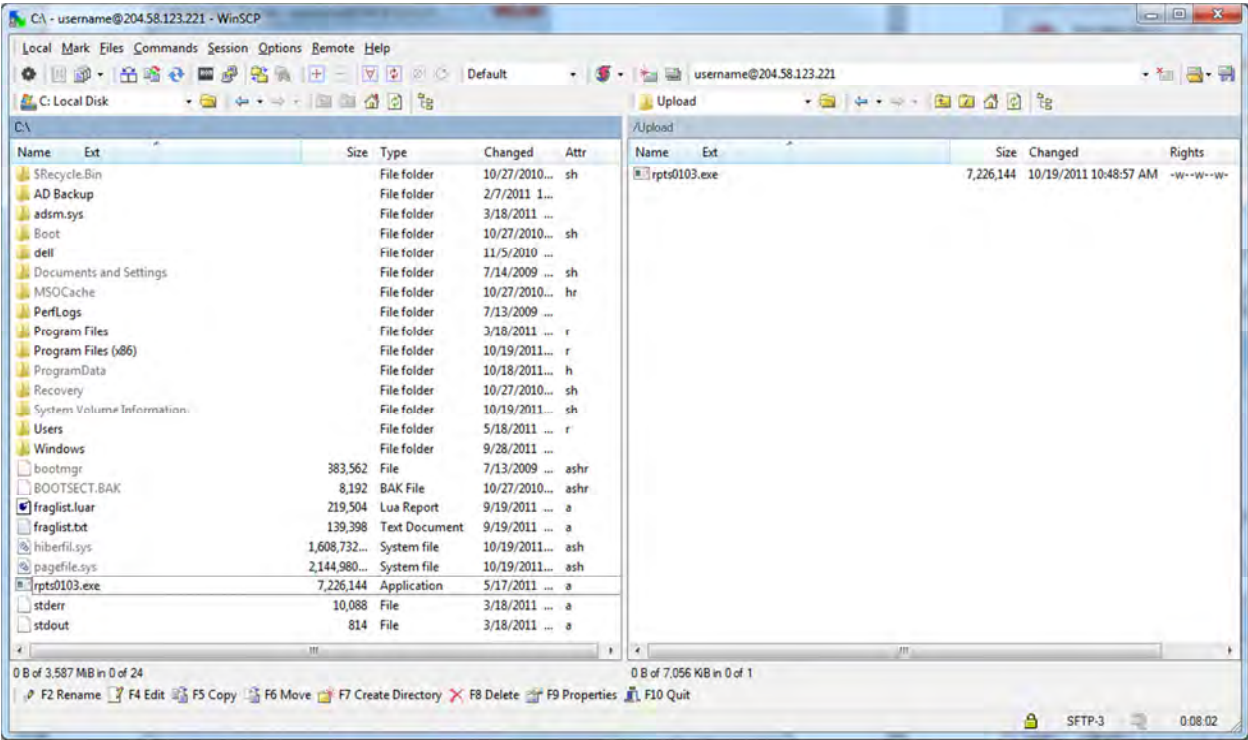Browse the left side of the WinSCP interface for the file that needs to be uploaded.

Drag the desired file from the left side of the WinSCP interface to the right side.
When the below dialog box appears click 'Copy' :

Copy

Copy file 'stdout' to remote directory:

/Upload/*.*

Transfer settings
Default transfer settings

☐ New and updated file(s) only   ☐ Do not show this dialog box again
☐ Transfer on background (add to transfer queue)   ☐ Transfer each file individually

Transfer settings...   Copy   Cancel   Help

While the file is transferring you will see this :

22% Copying

Cancel

Minimize

File: C:\vpts0103.exe
Target: /Upload/   Once finished:
                                                   Stay idle

Time left: 0:00:05   Time elapsed: 0:00:03
Bytes transferred: 2,422 KiB   Speed: 798 KiB/s   Speed (KiB/s):
                                                               Unlimited

After the file has uploaded it will appear on the right side of the WinSCP Interface.

To exit WinSCP click on the X.